

*Watervliet City School District
1245 Hillside Drive
Watervliet, New York
(518) 629-3201*

NOTICE OF POSITION OPENING

POSITION: Anticipated Opening – Administrative Aide (Civil Service Position)
LOCATION: Programs and Pupil Services Office - Watervliet Jr. – Sr. High School
SALARY: \$25,000.00 - \$33,000.00 per year (based on experience)
plus district-paid full health benefits
HOURS: 8:00 a.m. – 4:00 p.m.
TYPE OF POSITION: 12–Month

Minimum Qualifications:

1. Must be a resident of Albany County, preference given to residents of the City of Watervliet.
2. Applicant will be appointed provisionally – subject to score on upcoming Administrative Aide Civil Service exam (date of exam to be determined).
3. Associates degree plus at least 2 years experience.
4. Computer skills including advanced use of Word and Excel (spreadsheets); Access database a plus.
5. Ability to learn and manage multiple on –line databases.
6. Ability to handle multiple projects simultaneously.
7. Ability to handle deadlines and prioritize office needs.
8. Must possess excellent organizational and creative problem solving skills.
9. Ability to maintain confidentiality and flexibility.
10. Ability to work with students/staff with varied social/cultural backgrounds.

Typical work activities include but are not limited to:

1. Computes and makes appropriate changes to students' IEPs.
2. Responds to inquiries from parents, school districts and outside agencies.
3. Inputs necessary information into K-Systems regarding Medicaid.
4. Maintains Records Room.

INTERESTED CANDIDATES SHOULD APPLY TO:

*Mrs. Janelle Yanni
Director of Programs and Pupil Services
Watervliet City School District
1245 Hillside Drive
Watervliet, New York 12189*

Date Posted: April 25, 2018
Closing Date: May 31, 2018